



Gaithersburg

A CHARACTER COUNTS! CITY

CITY OF GAITHERSBURG

PERSONNEL RULES & REGULATIONS MANUAL

PREFACE

The Personnel Rules & Regulations of the City of Gaithersburg are authorized under Chapter 17 of the City of Gaithersburg City Code entitled "Personnel." The Personnel Rules and Regulations were prepared by the City Manager and adopted by the Mayor and City Council effective FY 2010.

This document is known as the City of Gaithersburg Personnel Rules & Regulations Manual and will be referred to throughout as the "Manual." The Manual is comprised of the current personnel rules, regulations, policies, procedures, and practices that uniformly regulate and govern employment with the City. Also identified in the Manual are benefit programs and other services available to employees. As a consolidated reference guide, it also assists the supervisor in standardizing the application of the City's personnel system and serves to protect and clarify the rights and responsibilities of employees. Interpretations of the Manual should be directed to the Human Resources Director to ensure a consistent application of policies and practices throughout the City.

The employment laws, rules, and regulations of other agencies may from time to time come in conflict with provisions of the Manual and the following order or precedence shall be used to reconcile such conflicts as they arise:

In the event of a conflict between a section, subsection, or provision of the Manual with any Federal, State, and/or local laws, acts, statutes, or ordinances, the latter shall govern.

The Manual is a comprehensive document identifying the, personnel rules, regulations, policies, procedures, benefits and individual rights that govern employment with the City. The Manual also replaces and supersedes all previous versions of the same, including but not limited to, staff or personnel policy manuals, general orders, administrative procedures, handbooks, and past practices.

Department rules provide for the implementation of sections or subsections of the Manual consistent with the operational activities of the Department and outlines procedures for those activities not covered by the Manual. If a conflict should occur between a Department rule and the Manual, the Manual shall be in full force and effect.

Each section or subsection of the Manual represents an independent statement. If Federal, State, or local law voids any section or subsection of the Manual, it does not invalidate any other provision.

Access to this Manual shall be provided to all employees electronically via the City of Gaithersburg website located at www.gaithersburgmd.gov. An employee may request a printed copy of the Manual from the Human Resources Department.

This Manual does not constitute an employment contract or modify the employment at will doctrine; it may be amended or added to at any time by the City Manager as necessary in order to carry out the effective and efficient operation of the City. Employees will be notified when an update occurs, but only the on-line version of the Manual, located at www.gaithersburgmd.gov, will be kept current. Printed

pages of the updated sections will not be distributed with each revision or change and the on-line edition of the Manual shall be the official version and shall take precedence over any previously printed copy of the Manual.

The rules, regulations, policies, procedures and practices set forth in this Manual apply to all City employees except where otherwise specified herein. Employees in classified service (as defined in the City Charter and Chapter 17 of the City Code) are subject to adopted merit system rules and regulations. Employees in unclassified service (as defined in the City Charter and Chapter 17 of the City Code) are not subject to adopted merit system rules and regulations; except that the City Manager, City Attorney, Assistant City Manager(s), and the Heads of all Departments established by the City Manager, referred to in this Manual as "unclassified management employees," are eligible for certain benefits and employment rights as established in Chapter 17 of the City Code and set forth in this Manual. (See the City Charter and Chapter 17 of the Gaithersburg City Code [Personnel Ordinance] for more information.)

It is the responsibility of all employees to abide by the rules, regulations, policies, procedures, and practices regulating employment with the City and their applicable department. Violations of the rules, regulations, policies, procedures, and practices set forth in this Manual and/or by the employee's department may result in disciplinary action in accordance with Section 1400 of the Manual, Disciplinary Actions.

The personnel rules, regulations, policies, procedures, and practices set forth in this Manual are effective at the beginning of the first pay period of Fiscal Year 2010 unless otherwise specified in this Manual.